Why the Data are Reported

- The annual Pupil Enrollment (PE) count is derived from the Student School Associations (enrollment) records where the primary school is flagged as "True" and includes the PE Count Date (October 1, or the adjacent business day if October 1 falls on a weekend). This compilation of data becomes the official enrollment count for each school. These counts are posted publicly and used for accountability and federal reporting. Free/Reduced Meal status is used for certain funding calculations and must be updated for the current school year prior to or on the count date.

What the Data Impact

- **The Official Annual Enrollment Count for Each School**
- Determining Cohort and calculating Graduation Rate
- Common School Loans
- Calculating E-Rate Discount
- DOE analysis and public reporting on percentage of students enrolled:
  - Special Education
  - English Learner
  - Economically Disadvantaged
  - High Ability
  - Homeless

Audience

This is a required collection for:
- Public schools (both Traditional and Charter)
- Nonpublic schools participating in the Choice Scholarship program
- Nonpublic schools (Regular Accredited and Freeway-Accredited)
- Nonpublic schools educating public school students under contract (i.e., Damar Academy, Crossing)
- State Schools (Department of Correction, Indiana School for the Deaf, Indiana School for the Blind)
- Programs with State IDs that provide the majority of the education to a student

Reporting Data Timeline

BEGINS	COUNT DATE	NOTES	CERTIFICATION CYCLE
July 1 each school year	October 1 each school year (or adjacent business day if October 1 falls on a weekend)	Submission Errors, Conflict Resolution, and Informational messages available	Certification (sign-off) October 11 - 15, 2021

When a certification cycle closes and the data are considered final by the state, no corrections or additions are allowed.

Important Information

- PUPIL ENROLLMENT is NOT a separate or additional student enrollment dataset (collection).
- Pupil Enrollment counts and grade levels are derived from the Student School Associations (enrollment) records.
- Pupil Enrollment Ethnicity/Race data is derived from the Student (STN) records.
- Pupil Enrollment counts for certification will be based upon the October 1, 2021 active student school associations records where the primary school is indicated as "True".
- Active student school associations records _include_ students reported with exit code 33 (student serving an expulsion).
- Economically Disadvantaged data is derived from Student Program Associations records for School Food Services.

Instructions and Information

Student Record:
- A Student (STN) record must exist for **ALL** students reported with a school association (enrollment) record.
  - Refer to the "*Data Exchange Student Reporting*" document for detailed instructions on providing student records.
  - Ethnicity and Race data from the student record will be used to publish the diversity information of a district or school on the IDOE INview web page.

Student School Associations Record:
- A Student School Associations (enrollment) record must exist for **ALL** students receiving any amount of educational services.
  - Refer to the "*Data Exchange Enrollment Reporting*" document for detailed instructions on providing student school associations (enrollment) records including:
    - reporting correct entry dates
    - reporting correct exit dates
    - reporting correct exit codes
    - reporting correct grade levels (grade 9 students are assigned their graduating cohort)
- Report Primary School as "True" or "False" accurately.
  - **Primary = True** will count and include the student in the school's Pupil Enrollment certification.
  - **Primary = False** will *not* count and will *not* include the student in the school's Pupil Enrollment certification.
  - Identifying the primary school accurately will assist with conflicts; two schools reporting "True" will create a conflict while one school reporting "True" and another school reporting "False" will not cause a conflict.

Student Program Associations Record:
- Report accurate Student Program Associations for School Food Services when a student is eligible for:
  - School Food Services Free Lunch
  - School Food Services Reduced Priced Meals
  - Students reported with an active school food services program record on October 1st will be included in the free/reduced counts on the Pupil Enrollment certification summary.
- *DO NOT* report a Student Program Associations record for School Food Services if the student is not eligible for free or reduced priced meals.
  - Students without an active school food services program record on October 1st will be included in the N/A count on the Pupil Enrollment certification summary.
- Student Program Associations for School Food Services will be used to publish the percentages of Economically Disadvantaged students sub-group for a district or school on the IDOE INview web page.

Conflict Resolution

- Pupil Enrollment Conflicts occur when two or more schools submit student school associations records that include the count date for the same STN where both schools are identified as primary "True".
- Records creating a conflict will cause the student to have a status of 'excluded' for certification in **ALL** the conflicting schools. Conflict records not resolved will not be counted in **ANY** school's certification totals.
- Conflicts are to be resolved in a timely manner.
- To resolve conflicts:
  - Verify accuracy of data in the school's SIS and if needed make any necessary corrections.
  - Contact the school provided in the conflict message to resolve any necessary data corrections.
  - Utilize the Data Exchange Contact report found on the Overview tab to locate the person and email to assist with resolving the conflict.

Terms

Student School Association:
- Enrollment record – associates the student to the school with entry/exit dates and grade level of the student for certification of Pupil Enrollment

Cohort:
- Group of students who have the same expected graduation year. For example, the 2022 cohort is the group of students expected to graduate at the conclusion of the 2021-2022 school year. The 2022 cohort was initially created using the 2018-2019 Pupil Enrollment, taken on October 1, 2018.

Student Program Association for School Food Services:
- Associates the student for reporting eligibility in the school food services program.

Primary School:
- Primary School = True – Student is enrolled and attending the majority of their day
- Primary School = False – Student is enrolled and attending less than the majority of their day

Understanding and Determining "Primary School" Reporting

Report Primary School = True when:
Student is enrolled and attending more than 50% of the time whether physically or virtually
Student is transferred in from another educational setting for better accommodations (no ADM type for funding is being reported)
Primary True will identify the student to be included in the school's overall active enrollment and Pupil Enrollment.
Report Primary School = False when:
Student is Dual Enrolled and attending less than 50% of the time whether physically or virtually
Student is enrolled and attending a Career or CTE program less than 50% of the time whether physically or virtually with an agreement between two public schools
Student is transferred out to another educational setting for better accommodations (ADM 2)
Student is not enrolled and attending; but receiving special education services only (includes walk-ins and enrollments in another school)
Student is not enrolled and attending but being referred and evaluated for special education services
Student is Homeschooled and attending less than 50% of the time at either a Public or Non-Public school whether physically or virtually
Primary False will identify the student to not be included in the school's overall active enrollment and Pupil Enrollment.

Pupil Enrollment Reporting Codes

- Allowable student, student enrollment and student program associations for school food services codes can be viewed in the Pupil Enrollment_CodeValues document under Resources on the Pupil Enrollment reporting page in the Data Exchange Knowledge Hub website.

Pupil Enrollment Certification: (complete by October 15, 2021)

- All pupil enrollment conflicts are resolved
- Verify accuracy of student enrollment counts where primary school is identified as 'True'
- Verify accuracy of free, reduced and n/a SES (socioeconomic status) counts
- Verify accuracy of ethnicity/race counts
- Verify accuracy of grade level counts

Data Elements

The following data elements are required to successfully complete pupil enrollment reporting.

- Schools having connection to Data Exchange API with their SIS vendor: Data Elements 1 and 2 are "building blocks" and should already exist from data reporting of student (STN) and student school associations (enrollment) records. Data Element 3-Student Program Association for School Food Services is the final requirement to complete Pupil Enrollment for certification.
- Schools without connection to Data Exchange API with or without a SIS vendor: Data Elements 1 - 3 will be required to complete Pupil Enrollment for certification.

1. Student Record including:
   - STN
   - Student Demographic Information
   - Student Address
   - Student Characteristics of Foster, Military
   - EL Proficiency Level & Instrument Used
   - Date of entry into US schools
2. Student School Associations (school enrollment) including:
   - Student Grade Level
   - Student Entry Date
   - Student Exit Date and Exit reason if applicable
   - Primary Educational Entity - True/False
3. Student Program Associations including:
   - Program Ed Org Id
   - Program Type (School Food Services)
   - Program Name
   - Program Begin Date
   - Program End Date and Reason Exited if applicable

Reporting Templates

Schools without a SIS Vendor, an Indiana Ed-Fi Certified SIS Vendor, or not connected and onboarded will need to utilize the following template to upload the additional required data via the Data Exchange Validation Portal:

- 021-StudentProgram_StudentProgram Associations

The template can be found on the Pupil Enrollment reporting page in the Data Exchange Knowledge Hub website under Templates.

Training and utilization of the template is provided in the IDOE Moodle "Data Exchange Training and Community" course.

References

A support ticket can be submitted at the following https://help.doe.in.gov

Data Exchange Enrollment Document Change History

Version	Change History
04.16.21	Creation of Pupil Enrollment Reporting Guidance via Data Exchange